

TECHNICAL ASSISTANCE WEBINAR

on the 2015-17

McKinney-Vento

District Self Assessment

Thursday, November 13, 2014
3:00 – 4:30 pm

Pam Kies-Lowe, State Coordinator for Homeless Education
Linda Dancer, Analyst, OFS Project Management Unit
MDE Office of Field Services

Today's Agenda:

- **What is the BIG DEAL with this Self Assessment?**
- **WHO-WHAT-WHEN-WHY-HOW???**
- **GEMS – Grants Electronic Management System**
 - **District requirements for GEMS**
 - **Liaison requirements for GEMS**
 - **Fiscal Agent requirements for GEMS**
 - **2015-2017 MV Self Assessment Form**
- **CONTENT OF THE SELF ASSESSMENT**
- **Q & A**

What's the BIG DEAL??

- USED requires State Education Agencies (SEAs) to monitor ALL PUBLIC SCHOOL DISTRICTS' programs for the Education of Homeless Children and Youth (EHCY)
- MDE contracts with Monitors to assist State Coordinator (Homeless Education Consultant) in monitoring districts
- MDE's EHCY Program is the McKinney-Vento (MV) Homeless Education Program
 - Regional Consortium Model
 - 33 MV Grant Consortia in the 2015 – 2017 grant cycle
 - Over 900 public school districts in MI (LEAs-PSAs-ISDs)

WHO-WHAT-WHEN-WHY-HOW?

- **WHO?**

- ALL PUBLIC SCHOOL DISTRICTS IN MICHIGAN:
LEAs-PSAS-ISDs
- ALL Districts' Staff:
 - Up to 2 Authorized GEMS Administrators (in each district)
 - District MV Homeless Education Liaisons
- Regional MV Grant Coordinators
- MDE State Coordinator for Homeless Education
- MDE Regional MV Monitors

WHO-WHAT-WHEN-WHY-HOW?

- **WHAT?**

- GEMS – online monitoring
- 2015-17 MV District Self Assessment
 - Completed only ONCE per 3-Year Grant Cycle
 - Districts monitored ONCE per 3-Year Grant Cycle
 - Selected based on MV RISK FACTORS
 - Failure to complete/submit MV Self Assessment
 - Reporting ZERO homeless students in 2 consecutive SYs
(UNLESS monitoring documents full compliance with MV requirements for LEA Outreach & Identification)
 - Calls/Complaints/Disputes to the MDE's MV Program
 - Last monitoring date

WHO-WHAT-**WHEN**-WHY-HOW?

- **WHEN?**

- 2015-17 MV District Self Assessment will be available in GEMS by September 30, 2014
- All district will be notified -
 - MV Liaisons
 - School Leaders
 - Regional MV Grant Coordinators
- **2015-17 Self Assessment will be due in GEMS by December 15, 2014**
 - **NO EXCEPTIONS – GEMS CLOSES THE SUBMISSION LINK AT 11:59 PM ON END DATE**

WHO-WHAT-WHEN-WHY-HOW?

- **WHY?**

- USED requires State Education Agencies (SEAs) to monitor ALL PUBLIC SCHOOL DISTRICTS' programs for the Education of Homeless Children and Youth (EHCY)
- If districts do not participate in the monitoring process OR do not submit a Compliance Plan for findings, ALL FEDERAL FUNDS CAN BE WITHHELD BY THE MDE until compliance is in process

WHO-WHAT-WHEN-WHY-HOW?

- **HOW?**

- District must assign and register 1-2 Authorized **GEMS ADMINISTRATORS**
- Districts must assign and register any number of Authorized **GEMS USERS**
 - MV Homeless Education Liaison **MUST BE INCLUDED**
- **IF DISTRICT IS A MV FISCAL AGENT:**
 - Regional MV Grant Coordinators must be USERS
 - Contracted agency MV Grant Coordinators must be included USERS

2015-17 MV Self Assessment

REGULATORY COMPLIANCE OF EDUCATION OF HOMELESS CHILDREN AND YOUTH (EHCY) PROGRAMS

DIRECTIONS: Click IN each shaded box and type your information.

LEA/ISD/PSA NAME:

District Code #:

ISD NAME:

OFS REGIONAL TEAM #:

OFS Regional Consultant Name:

District Address:

City:

Zip Code:

District Web Address:

Superintendent/School Leader:

Superintendent/School Leader Email Address:

State & Federal Programs Coordinator/Director:

State/Fed Program Coord Email:

District Homeless Education Liaison:

Additional LEA Title/Role of Homeless Liaison:

Liaison E-mail:

Liaison Phone:

Ext:

Liaison Fax:

**THIS SECTION IS
REQUIRED TO BE
FULLY COMPLETED.**

The Michigan Department of Education (MDE) Office of Field Services (OFS) is responsible for the administration and supervision of all Education of Homeless Children and Youth (EHCY) programs, WHETHER OR NOT A DISTRICT RECEIVES FUNDS UNDER SUBTITLE B OF TITLE VII OF THE McKINNEY-VENTO (MV) HOMELESS ASSISTANCE ACT (TITLE X, PART C OF THE ESEA) and WHETHER OR NOT A DISTRICT PARTICIPATES AS A MEMBER OF A MV GRANT CONSORTIUM. THIS FEDERAL MANDATE APPLIES TO **ALL PUBLIC SCHOOL DISTRICTS:** Local Educational Agencies (LEAs), Intermediate School Districts (ISDs), and Public School Academies/Charter Schools (PSAs).

The purpose of this assessment instrument is to monitor regulatory compliance of educational services to homeless children and youth in the district or service area in order to enhance and increase the educational achievement of homeless children and youth. This District Self Assessment is required to be completed by all public school districts ONLY ONCE PER THREE-YEAR MV GRANT CYCLE.



THE DISTRICT MV HOMELESS EDUCATION LIAISON IS TO COMPLETE THIS FORM WITH A DISTRICT TEAM, INCLUDING THE STATE/FEDERAL PROGRAMS COORDINATOR, ADMINISTRATIVE STAFF, INSTRUCTIONAL STAFF, PUPIL ACCOUNTING STAFF, AND OTHER PERTINENT DISTRICT DEPARTMENTS. The Liaison is to compile relevant data, documentation and evidence from District/Program files and to submit ALL to the MDE Grants Electronic Monitoring System (GEMS) **NO LATER THAN DECEMBER 15, 2014.** (ALL Local District MV Liaisons and MV Grant Coordinators MUST BE REGISTERED AS USERS in the district's GEMS profile in order to complete this assessment.)

2014 - 2017 SCHOOL DISTRICT McKINNEY-VENTO SELF ASSESSMENT

<p>REGULATORY COMPLIANCE Title X, Part C, ESEA/NCLB (2001) McKinney-Vento Homeless Assistance Act</p>	<p><u>Suggested Items for Documentation/Evidence</u> PLEASE LABEL ALL DOCUMENTS submitted with this MV Self Assessment with the FULL NAME OF THE LEA/PSA/ISD, a descriptive title, and effective date (THESE ARE SUGGESTED ITEMS; NOT EVERY ITEM LISTED IS REQUIRED TO BE INCLUDED!)</p>
<p>The district must complete a McKinney-Vento (MV) District Self Assessment <u>once per 3-year MV grant cycle</u> and submit with documentation of compliance to the Michigan Department of Education (via GEMS online program).</p> <p>[Sec. 722 (g)(2)(A) and MDE Memorandum, 09-27-2010] (Citations below refer to the McKinney-Vento Act, ESEA, Title X-Part C, unless otherwise specified.)</p>	<p>Evidence to document the elements of the District Homeless Education Program MUST ACCOMPANY this completed Self Assessment in order for MDE reviewers to evaluate the program and activities for not only compliance with the law, but to provide appropriate technical assistance to ensure adequate academic progress for homeless children and youth.</p> <p>→ PLEASE LABEL ITEMS CLEARLY WITH SECTION LETTER AND ITEM NUMBER BEFORE UPLOADING DOCUMENTS INTO GEMS. Example: "A-1: LEA Liaison EEM entry" (see below)</p> <p>→ THE SAME FORM/DOCUMENT MAY BE USED AS EVIDENCE FOR MULTIPLE CATEGORIES, BUT LEA MUST NOTE IT IN EACH APPLICABLE SECTION (i.e., "See item C-16")</p> <p>→ USE COMMENT BOX TO EXPLAIN OR DESCRIBE HOW FORMS/DOCUMENTS ARE USED, HOW PROCESSES ARE IMPOLEMENTED, WHO IS RESPONSIBLE, ETC.</p>
<p>A. Local MV Homeless Education Liaison Designation</p> <p>The district must designate a Local Homeless Liaison to assist homeless students, including unaccompanied youth, in enrolling, attending, participating and succeeding in school.</p> <p>[Sec. 722 (g)(1)(J)(ii), Sec. 722 (g)(6)(A)]; MDE Guidance</p>	<p>1. Local Homeless Liaison is registered in the online MDE Educational Entity Master (EEM). Submit copy of LEA entry screen or EEM spreadsheet. (An EEM screenshot is acceptable.)</p> <p>2. Evidence that the identified <u>Liaison meets criteria</u> recommended by MDE so that required duties can be accomplished. MDE Liaison criteria available on Homeless Education Program web site at http://www.michigan.gov/homeless.</p>
<p>COMMENTS:</p>	<p>PLEASE READ THESE INSTRUCTIONS BEFORE BEGINNING THE SELF ASSESSMENT!</p>
<p>B. District Outreach and Identification of Homeless Students</p> <p>The district must establish a procedure to locate and identify homeless children/youth of school age within the district, <u>whether or not they are enrolled</u> (i.e., preschool-aged siblings, dropout youth, street youth, etc.).</p> <p>[Sec. 722(g)(1)]</p>	<p>3. Written procedures, enrollment forms, agendas or meeting minutes to document communication or training with social welfare service agencies, shelters, churches, etc.</p> <p>NOTE: The procedure must detail district outreach and identification efforts to homeless families, children and youth, whether or not they are enrolled, including responsibilities and general timelines for actions.</p>

GEMS –

Grants Electronic Management System

- District requirements for GEMS 
- Liaison requirements for GEMS 
- **Self Assessment Form**
 - **2015-17 MV Self Assessment is available online within the GEMS system**
 - **MV Self Assessment MUST BE COMPLETED ONLINE WITHIN THE GEMS SYSTEM**

GEMS – Authorized Users

- **Every district MUST have 1 – 2 LEA Authorized Users for the GEMS system**
 - Typically the Level 5 MEGS user is one
 - Grants office, Business office, Superintendent...
- **MV Liaison MUST be authorized by their district or Fiscal Agent**

GEMS – Authorized Users

This authorization form can be located www.michigan.gov/gems-mars



Grant Electronic Monitoring System (GEMS)
Michigan Administrative Review System (MARS)

Security Authorization Form for Sub-Recipient Administrators

Prior to submitting this form, complete your online profile by logging into GEMS/MARS with your Michigan Education Information System (MEIS) user name and password at <http://www.michigan.gov/gems-mars>. To verify or create a MEIS account, access the MEIS website <http://www.michigan.gov/meis>.

NOTE: Security will not be granted until your online profile is complete.

Name	
Email	
Phone	
District/Agency Name*	
District/Agency Code	

*Districts/Agencies may designate two individuals in the role of Sub-Recipient Administrator. Separate forms must be submitted for each individual.


If this request is a replacement for an existing Sub-Recipient Administrator, please complete:

Replacement For	
------------------------	--


I agree to protect my user identification and password to GEMS/MARS from others. I understand ALL activity under my user identification is my responsibility and is tracked in GEMS/MARS.



Signature	Print Name	Date

2015-17 MV District Self Assessment GEMS – LOG IN

 Department of Education

GEMS/MARS Application



  Login Screen (*) - Required Sep-19-14

The **Michigan Department of Education** (MDE) is required by law to monitor implementation of Federal and State programs at the local level to ensure funds and other resources are spent or used appropriately in accordance with State and Federal law and Education policy. **GEMS/MARS** is the Grant Electronic Monitoring System / Michigan Administrative Review System and supports this monitoring process. To access the GEMS/MARS application, you must have a valid MEIS ID and an 'Active' user status in GEMS/MARS.

If you have any problem accessing the application, please contact **GEMS Help Desk** at (517) 373-1806 or at MDE-GEMS@michigan.gov. Please include your full name and complete telephone number (with area code) when you contact the Help Desk.

Login

*User Name:

*Password:

OK

Enter User Name and Password.
Note: Password is case sensitive.

Create User

Change Password

Forgot Password

SAME AS YOUR MEIS OR MEGS+ LOG-IN

2015-17 MV District Self Assessment GEMS – Your Home Page

GEMS/MARS Application

Home Setup Program Administration Review Management Follow-up Documentation Communication Logout

Welcome P Kies-Lowe (*) - Required Timeout : 12 mins Nov-12-14

My Pending Tasks

Option : ☒ Unread ☐ Read ☐ All Search

Date	Task Description	Read
07/03/2014	Approve Compliance Plan Pending for Title X, Part C - McKinney-Vento (Default Review Type) - Fowlerville Community Schools	<input type="checkbox"/>
07/03/2014	Approve Compliance Plan Pending for Title X, Part C - McKinney-Vento (Default Review Type) - Fowlerville Community Schools	<input type="checkbox"/>
07/03/2014	Approve Compliance Plan Pending for Title X, Part C - McKinney-Vento (Default Review Type) - Fowlerville Community Schools	<input type="checkbox"/>
07/03/2014	Approve Compliance Plan Pending for Title X, Part C - McKinney-Vento (Default Review Type) - DeWitt Public Schools	<input type="checkbox"/>
07/01/2014	Create Finding Package Pending for Title X, Part C - McKinney-Vento (Default Review Type) - Coleman Community Schools	<input type="checkbox"/>
07/01/2014	Create Finding Package Pending for Title X, Part C - McKinney-Vento (Default Review Type) - Wayne RESA	<input type="checkbox"/>

OK

New Messages

No new messages.

User Name : Kies-LPa [P Kies-Lowe]

[Michigan Department of Education](#) | [GEMS Home](#) | [GEMS Menu](#) | [Contact GEMS](#) | [Contact Information](#) | [State Web Sites](#)
[Privacy Policy](#) | [Link Policy](#) | [Accessibility Policy](#) | [Security Policy](#)
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2015-17 MV District Self Assessment GEMS – Download Self Assessment Tool - 1

Home Admin Tasks Submission Compliance Documentation Communication Logout

Submission Program Documents (*) - Required Timeout : 20 mins Oct-23-14

Upload Review

MUST BE IN UPLOAD, NOT IN REVIEW!

Enter / Select required fields and click search.

*Program: 2320 Title X, Part C - McKinney-Vento

*Review Type : DRT Default Review Type

*District : Review # :

Due Date : Review Stage : Submission of Documents Search

1. Click on the Submissions tab.
2. Once you're here, open the 3 dots (Lookup button) for each of the 3 areas (Program, Review Type, District) and select Search.

#	Document Type	Document Name	Document Category	Instructions	Status	View	Errors	Review Status
1	Program	Self Assessment tool used for the McKinney-Vento Review New	General					Pending
2		Supporting Documentation	General					Pending

3. These are the 2 areas that need to be addressed by the district.
4. Click on the **Self Assessment Tool** link to download that Word document.
5. Use this tool to gather your district's evidence of MV compliance.

GEMS/MARS

- > **Submissions Tab** – *Lookup Button for Program-specific documents*
- > **Documentation Tab** - *Submission of any Program-specific documents*

Home Admin Tasks Submission Compliance Documentation Communication Logout

Submission Program Documents (*) - Required Timeout : 20 mins Oct-23-14

Upload **Review** **MUST BE IN THE UPLOAD (not Review) MODE!**

Enter / Select required fields and click search.

*Program: 2320 Title X, Part C - McKinney-Vento

*Review Type : DRT Default Review Type

*District : Review # :

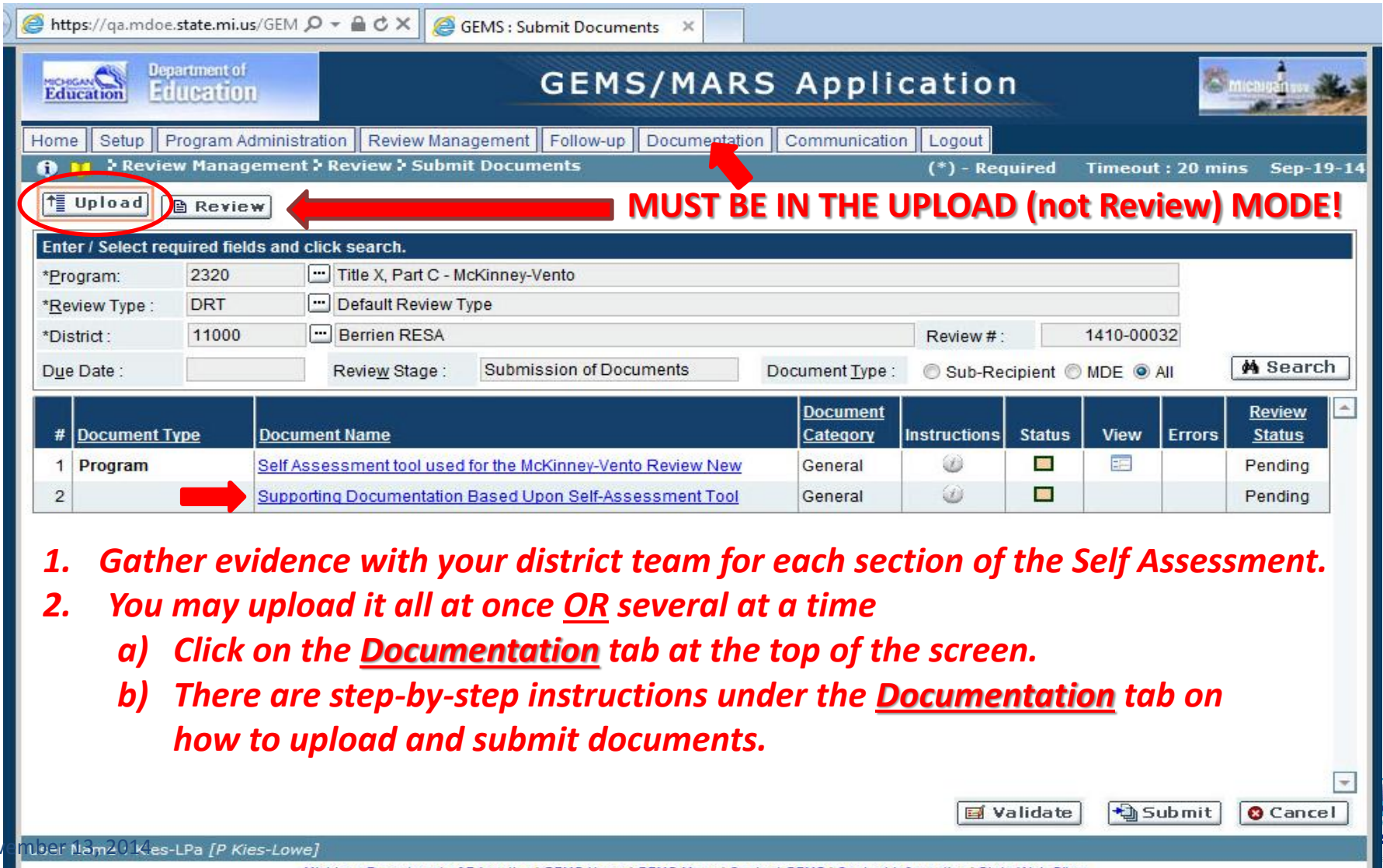
Due Date : Review Stage : Submission of Documents Search

1. Click on the Submissions tab.
2. Once you're here, open the 3 dots (Lookup button) for each of the 3 areas (Program, Review Type, District) and select Search.

#	Document Type	Document Name	Document Category	Instructions	Status	View	Errors	Review Status
1	Program	Self Assessment tool used for the McKinney-Vento Review New	General					Pending
2		Supporting Documentation	General					Pending

3. These are the 2 areas that need to be addressed by the district.
4. There are step-by-step instructions under the Documentation tab on how to upload and submit documents.

2015-17 MV District Self Assessment GEMS – Upload LEA Evidence - 2



MUST BE IN THE UPLOAD (not Review) MODE!

Enter / Select required fields and click search.

*Program: 2320 Title X, Part C - McKinney-Vento
*Review Type : DRT Default Review Type
*District : 11000 Berrien RESA Review # : 1410-00032
Due Date : Review Stage : Submission of Documents Document Type : ☐ Sub-Recipient ☐ MDE ☒ All Search

#	Document Type	Document Name	Document Category	Instructions	Status	View	Errors	Review Status
1	Program	Self Assessment tool used for the McKinney-Vento Review New	General					Pending
2		Supporting Documentation Based Upon Self-Assessment Tool	General					Pending

1. Gather evidence with your district team for each section of the Self Assessment.
2. You may upload it all at once OR several at a time
a) Click on the Documentation tab at the top of the screen.
b) There are step-by-step instructions under the Documentation tab on how to upload and submit documents.

Validate Submit Cancel



2015-17 MV District Self Assessment

GEMS – Submit Documentation - 3

https://qa.mdoe.state.mi.us/GEM GEMS : Submit Documents

Michigan Department of Education

GEMS/MARS Application

Home Setup Program Administration Review Management Follow-up Documentation Communication Logout

Review Management Review Submit Documents (*) - Required Timeout : 20 mins Sep-19-14

Upload Review

Enter / Select required fields and click search.

*Program: 2320 Title X, Part C - McKinney-Vento

*Review Type : DRT Default Review Type

*District : 11000 Berrien RESA Review # : 1410-00032

Due Date : Review Stage : Scheduling Reviews Document Type : ☐ Sub-Recipient ☐ MDE ☒ All Search

#	Document Type	Document Name	Document Category	Instructions	Status	View	Errors	Review Status
1	Program	Self Assessment tool used for the McKinney-Vento Review New	General					Pending
2		Supporting Documentation Based Upon Self-Assessment Tool	General					Pending

- Once you begin uploading documents, you will see a ✓ in the "Status" box and notice a paper clip icon in the "View" box.
- Once you have completed uploading ALL required documents, you are ready to submit. REMEMBER submitting documents should not be done unless all documents have been loaded.
- Click the "Submit" button at bottom of screen to move the documents to the next stage.

Validate Submit Cancel

User Name: Kies-LPa [P Kies-Lowe]

GEMS/MARS: Documentation Tab

> Upload Documents

Submission of any Program-specific documents

Home Admin Tasks Submission Compliance **Documentation** Communication Logout

Submission Review Documents (*) - Required

Upload Review

Enter / Select required fields and click search.

*Program: 0570 Title III, Immigrant Student

*Sub-Recipient: 41050 Caledonia Community Schools

Due Date: 12/03/2012 Review Stage: Submission of Documents Search

#	Category	Document Name	Document Type	Instructions	Upload Status	View Attach	Errors	Review Status	Review Comments
1	Common	Procurement Policies & Procedures	General					Pending	
1	Program	T3IS Doc 3	General					Pending	
2		T3IS For All Schools	General					Pending	
3		T3IS for Some Schools	Program					Pending	

https://qa.mdoe.state.mi.us/?currctl=ctl00_masterBody_dgAdd_ctl03_InkDocument - GEMS : Attachme - Windows Internet Ex...

Attachments

Program Name: Title III, Immigrant Student

Sub-Recipient: Caledonia Community Schools

Document Name: T3IS Doc 3

#	*Title	*Document Upload Type	*Attach	*Valid From	Valid To	View	Del.
		<input checked="" type="radio"/> Electronic <input type="radio"/> Hard Copy	Browse...				

1. Under **Document Name** click on a document name to begin. (We are aware that this is NOT MV screen...)
2. On the pop-up screen (bottom of slide), enter a Title, and leave Type as Electronic.
3. Then click on **Browse** to locate the document on your computer.
4. Select **OK** to upload.

GEMS/MARS: Documentation Tab

> Upload Documents

Submission of any Program-specific documents

Organize ▾ New folder

★ Favorites

- Downloads
- Recent Places
- Desktop
- Dropbox

Libraries

Computer

- Local Disk (C:)
- PKL - EHCY (E:)
- kies-lowep (\\hcs084v...
- Shared (\\hcs084vsna...
- Shared (\\hcs084vsna...

Network

Name	Date modified	Type	Size
2011 MV LEA Self Assessment.7z	3/31/2011 9:30 AM	7Z File	
A liaison_update_form	3/31/2011 9:30 AM	Microsoft Word 9...	
AA transportation_information_she	3/31/2011 9:30 AM	Microsoft Word 9...	
AAA special_ed_directors_list	3/31/2011 9:30 AM	Microsoft Word 9...	
B mv_consortium_members_list	3/31/2011 9:30 AM	Microsoft Word 9...	
BB gas_voucher_form	3/31/2011 9:30 AM	Microsoft Word 9...	
BBB mde_surrogate_parent_policy	3/31/2011 9:30 AM	Adobe Acrobat D...	
C optimal_characteristics	3/31/2011 9:30 AM	Microsoft Word 9...	
CC bus_pass_form	3/31/2011 9:30 AM	Microsoft Word 9...	
CCC sped_decisions_for_uy	3/31/2011 9:30 AM	Microsoft Word 9...	241 KB
D calendar_of_liaison_activities	3/31/2011 9:30 AM	Microsoft Word 9...	24 KB
DD vaccine_tracking_form	3/31/2011 9:30 AM	Adobe Acrobat D...	220 KB
DDD homeless_consolidated_app	3/31/2011 9:30 AM	Microsoft Word 9...	72 KB
DDDD mv_list_for_comparable_service	3/31/2011 9:30 AM	Microsoft Excel 97...	21 KB
Documentation for 2011 Eval	3/31/2011 9:30 AM	File	0 KB
Documentation for 2011 Eval.7z	3/31/2011 9:30 AM	7Z File	1 KB
E feb_23_agenda	3/31/2011 9:30 AM	Microsoft Word 9...	48 KB
EE child_immunization_english	3/31/2011 9:30 AM	Adobe Acrobat D...	155 KB
EEE mde_student_needs_identificati	3/31/2011 9:30 AM	Microsoft Word 9...	50 KB
F common_signs_of_homelessness	3/31/2011 9:30 AM	Adobe Acrobat D...	229 KB

1. Select the document you want to upload from your files.

2. Select **OK** to upload.

GEMS/MARS: Documentation Tab

> Uploading Documents

Submission of any Program-specific documents

Enter / Select required fields.

*Program: 2320 Title X, Part C - McKinney-Vento

*#	*Document Name	*Attach Document	Email
1	SMALLTOWN PUBLIC SCHOOLS, 2015-17 MV Self Assessment	C:\Users\Kies-Lowe\Desktop\GEM: Browse...	<input type="checkbox"/>
2	SMALLTOWN PUBLIC SCHOOLS, Liaison Screen EEM, A-1	C:\Users\Kies-Lowe\Desktop\GEM: Browse...	<input type="checkbox"/>
3	SMALLTOWN PUBLIC SCHOOLS, Liaison Training Documentation, A-2	C:\Users\Kies-Lowe\Desktop\GEM: Browse...	<input type="checkbox"/>
4	SMALLTOWN PUBLIC SCHOOLS, Written Procedure for MV Outreach+Identification, B-3	C:\Users\Kies-Lowe\Desktop\GEM: Browse...	<input type="checkbox"/>
5	SMALLTOWN PUBLIC SCHOOLS, Community Training Documentation, B-3	C:\Users\Kies-Lowe\Desktop\GEM: Browse...	<input type="checkbox"/>
6	SMALLTOWN PUBLIC SCHOOLS, CoC Minutes-MV Education Outreach, B-3	C:\Users\Kies-Lowe\Desktop\GEM: Browse...	<input type="checkbox"/>

1. You must number the documents sequentially.

2. Label docs with LEA Name, Descriptive name, and Section letter/number.

3. When done, click Save Button.

4. If you do not SAVE, you will lose it all...


2015-17 MV District Self Assessment GEMS – FOR GRANT COORDINATORS

GEMS : Sub-Recipient Lookup - Windows Internet Explo...








Sub-Recipient Lookup



Code :

Description :

 Search

Record Count : 146 Page 1 of 3

	Code	Description	Year	Review #
	50911	Academy of Warren	2014	1406-00973-001
	82717	Achieve Charter Academy	2014	1406-00856
	13010	Albion Public Schools	2014	1406-00815
	74030	Algonac Community School District	2014	1406-00814-001
	03030	Allegan Public Schools	2015	1410-00032-001
	04010	Alpena Public Schools	2014	1406-00876
	82981	American Montessori Academy	2014	1406-00855

 Reset  Close

100%

1. Type LEA name in "Description" box

2. If you type a "%" after the name, GEMS locates all reviews for that LEA name.


3. BE SURE TO CHECK THE YEAR SELECTED!

GEMS : Sub-Recipient Lookup - Windows Internet Explo...




Sub-Recipient Lookup



Code :

Description :

 Search

Record Count : 3 Page 1 of 1

	Code	Description	Year	Review #
	11000	Berrien RESA	2014	1406-00812
	11000	Berrien RESA	2015	1410-00032
	11240	Berrien Springs Public Schools	2014	1406-00894

 Reset  Close

100%

2015-17 MV District Self Assessment

GEMS – SECTIONS A - Q

- A. Local MV Homeless Education Liaison Designation
- B. District Outreach and Identification
- C. School Selection
- D. Enrollment
- E. Dispute Resolution Procedures
- F. Transportation of Homeless Students
- G. Segregation of Homeless Students
- H. Unaccompanied Homeless Youth
- I. Preschool-Aged Homeless Students
- J. Homeless Students with Disabilities
- K. Children/Youth “Awaiting Foster Care Placement”
- L. Comparable Services and Academic Standards for Homeless Students
- M. Coordination of Services
- N. Engagement of Homeless Parents
- O. Financial Review – Allowable Uses
- P. Other LEA Evidence
- Q. FOR FISCAL AGENTS ONLY – Program Application Review

Content of the Self Assessment

Let's DIG IN to the CONTENT areas and questions on what MV Monitors are looking for when they review your district's MV Homeless Education Program!

- The “*Suggested Items for Documentation/Evidence*” column provides the kinds of information monitors need to be able to assess your program.
- ***“These are suggested items; not every item listed is required to be included.”***
- Label items clearly with the SECTION LETTER & ITEM NUMBER before uploading documents into GEMS.
 - ***Example: “District ABC, A-1 Liaison EEM Entry”***

Content of the Self Assessment – Outreach and Identification

- Provide evidence of the **SPECIFIC LOCATIONS** of the posters & brochures placed in your schools AND in your community... rather than submitting photos of the posters themselves.
- Provide blank copies of district enrollment forms or packets... include Residency Questionnaires or forms that ALL PARENTS are asked to complete.
- Enrollment forms MUST INCLUDE LIVING SITUATIONS in order to determine MV eligibility.
- AVOID THE TERM “homeless” on forms.
 - Instead, use “Families/Youth in Transition” or “Displaced”

Content of the Self Assessment – School Selection

- **IF YOU SUBMIT ACTUAL LIAISON RECORDS...
YOU MUST REDACT STUDENT NAMES.**
- **Liaison files on MV students/families MUST BE SECURED IN A PRIVATE LOCATION.**
- **Liaisons should track MV students' Schools of Origin and Schools of Residence in their records/files.**
- **Liaisons should make contact with MV parents to determine LIVING SITUATION at least TWICE per school year, and ESPECIALLY before end of year (to assess continued enrollment in next school yr).**

Content of the Self Assessment – Enrollment

- **IMMEDIATE ENROLLMENT IS REQUIRED** for any MV eligible student – without required paperwork.
- **IMMEDIATE ENROLLMENT** is understood to include attending and participating in all school activities.
- **Liaisons should track which district programs MV students participate in... i.e., Title I support/tutoring, Academically Talented, Special Education, Career and Technical, extracurricular activities or clubs, etc.**
- **Districts MUST REVIEW & REVISE** any policies or procedures which may pose barriers to homeless students.
 - **DOCUMENT** attendance and discipline policies, credit recovery procedures, graduation requirements...

Content of the Self Assessment – Dispute Resolution Procedures

- If district does not use the MDE-OFS-MV Dispute Resolution Procedures, ALTERNATIVES MUST BE APPROVED BY MDE IN ADVANCE.
- **ANY TIME A HOMELESS STUDENT IS DENIED ENROLLMENT, LIAISON MUST PROVIDE DETERMINATION & REASON IN WRITING, AND MUST INFORM OF RIGHT TO APPEAL.**
- Provide a written copy of the MV Dispute Resolution Procedures and rights TO ANY MV PARENT/YOUTH that is declined for enrollment or eligibility by Liaison.
- Liaison is required to assist MV parent/youth in completing appeal, upon request.

Content of the Self Assessment – Transportation

- Liaison **MUST INFORM** all MV parents/youth of all transportation services to school, and **MUST ASSIST** students in accessing those.
 - Work with other Liaisons and MV Grant Coordinator
- **TRANSPORTATION OF HOMELESS STUDENTS IS A DISTRICT RESPONSIBILITY.**
 - MV Grant and Title I-A may **ONLY PAY EXCESS COSTS**
- Districts may determine the **MODE OF TRANSPORTATION** for MV students. (**NOT DISPUTABLE**)
- **RECOMMENDED:** Inter-District Transportation Agreements, signed in advance of MV situations

Content of the Self Assessment – Unaccompanied Homeless Youth (UHY)

- The reason a youth is not living with a legal parent/guardian DOES NOT MATTER... **our role is to EDUCATE the youth.**
- Liaisons must serve as **ADVOCATES** for the youth
- Districts must continue to send school information to the parents of UHY, as well as to the youth
- Liaisons must provide verification of UHY status to any MV student in high school (Juniors or Seniors) for purposes of filing a FAFSA for college financial aid
 - **UHY ARE “INDEPENDENT” STUDENTS ON THE FAFSA**
 - **Sample form on MDE’s MV website:**
www.michigan.gov/homeless

Content of the Self Assessment – MV Students with Disabilities

- Districts **MAY NOT DECLINE ENROLLMENT** of a homeless student due to a disability or special education services necessary.
 - Referral to the school of residence may be required if LEA cannot offer or refer for the required special education service
- District must expedite evaluations for homeless students with disabilities.
 - **DO NOT WAIT FOR SCHOOL RECORDS** – Reach out to the former district/school/teacher to gather necessary info.
- UHY with disabilities may require the district to name a Surrogate Parent
 - Liaison may **TEMPORARILY** serve as Surrogate Parent until one is identified (**NOT FOR IEPs**).

Content of the Self Assessment – “Awaiting Foster Care Placement”

- MDE-OFS-MV has separate guidance on identifying and serving students “Awaiting Foster Care Placement”
- See the MDE-OFS-MV webpage –
www.michigan.gov/homeless

Content of the Self Assessment – Comparable Services and Academic Standards

- District must ensure that MV students are provided the same “Free Appropriate Public Education” (FAPE) as other students
 - Applies to all LEA programs
- MDE-OFS-MV has separate guidance on serving homeless students with Title I-A funds
- See the MDE-OFS-MV webpage –
www.michigan.gov/homeless

Content of the Self Assessment – Coordination of Services for MV Students

- **Districts must have a WRITTEN PLAN describing the coordination of services provided to MV students, including –**
 - Transportation
 - Special Education
 - Advanced/Accelerated or Gifted/Talented
 - ELL, Migrant, Immigrant/Refugee
 - Vocational/Technical Education
 - School Nutrition
 - Before- and After-School
 - Preschool, Great Start (GSRP), Head Start, etc.
 - Title I-A, including services provided with Title I-A Reservation/Setaside

Content of the Self Assessment – Engagement of MV Parents – NEW!

- **Districts must ensure that MV parents are –**
 - informed of the educational rights of their children
 - provided with meaningful opportunities to participate in child's education
- **ALL MV PARENTS ARE TITLE I PARENTS**
 - District must engage MV parents in Title I Parent Engagement activities, meetings, committees, decisions, etc.
- **NEW ITEM:** District must provide written notice to MV parent /guardian/youth of educational rights of homeless children/youth:
 - At time of enrollment AND AT LEAST TWICE WHILE ENROLLED
 - IS SIGNED BY PARENT/YOUTH
 - specifically states the choice of schools eligible to the student
 - the LEA's non-segregation policy for MV students
 - That MV students should not be stigmatized by school personnel
 - The right to comparable services provided by the district

Content of the Self Assessment – FINANCIAL REVIEW – NEW!

Districts must provide documentation of -

- **Any LEA General Fund expenditures for services to homeless students**
- **Any State 31a/At-Risk fund expenditures for services to homeless students**
- **Any Title I, Part A Homeless Reservation (Setaside) expenditures for services to homeless students**

Content of the Self Assessment – FOR MV FISCAL AGENTS – NEW!

MV FISCAL AGENTS must complete and submit the MV Consortium Management Form upon notification of a MDE-OFS-MV monitoring date. Includes these areas:

- **MV Grant Coordinator** – FTE, Functions & Duties
- **Program Application Review** – alignment of grant activities with grant application timeline
- **Financial Review** – complete evidence of two types of grant expenditures, tracked from initiation to completion, including one transportation expenditure
- **MV Program Review** – Local Liaisons, Coordination of services, Title I-A coordination and funding, Technical assistance & training to member districts , Strengths & challenges

QUESTIONS



Contacts *(Please contact in this order)*

- **Your MV Regional Grant Coordinator**

- **MV Homeless Education Monitors**

Jon Behrens

behrensj@michigan.gov

Ray Leighton

leightonr@michigan.gov

Susan Whitener

whiteners@michigan.gov

- **Michigan Department Of Education**

Office of Field Services, Special Populations Unit

MV Homeless Education Program

Pam Kies-Lowe, State Coordinator for Homeless Education

kies-lowes@michigan.gov

517-241-1162